

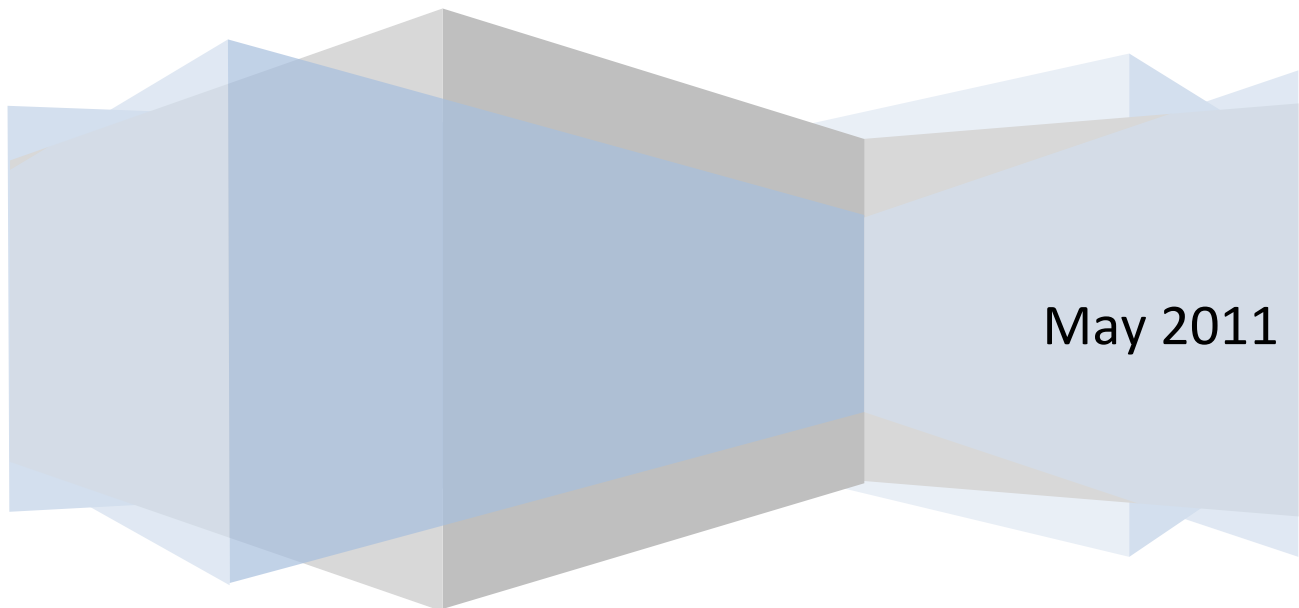


**ARKANSAS  
DEPARTMENT  
OF EDUCATION**

# **USER MANUAL**

## **2012-2015 Technology Plan**

### **Inventory Submission**



May 2011

## Current Technology Assessment

This block contains four sections for you to assess your district's current technology status in these categories: curriculum integration, professional development, equitable use of technology and current technology inventory. Use the questions listed beneath each category to guide the assessment. The final section of the technology assessment requires a summary of the current technology equipment inventory of the district.

### A) Narratives:

1. Technology Integration with Curriculum and Instructions.
2. Professional Development
3. Equitable use of technology
4. Current Technology Inventory

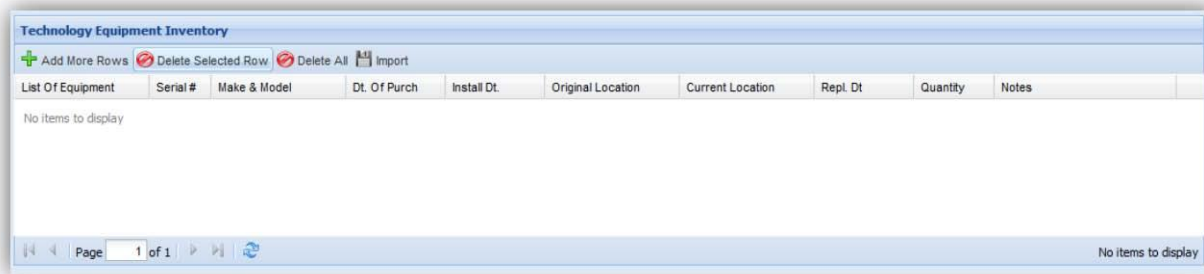
### B) Technology Equipment Inventory

Please refer to the “Details” section for guidelines to enter information in each of the section.

The screenshot displays the 'Current Technology Assessment' web application. The interface is divided into several sections for data entry:

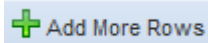
- A. Technology Integration with Curriculum and Instruction:** Contains three numbered questions regarding curriculum strengths, technology use for teaching, and plans for improvement.
- B. Professional Development:** Contains one question about professional development activities for staff.
- C. Equitable Use of Technology:** Contains two questions about student access to technology and strategies for secure student safety.
- D. Current Technology Inventory:** Contains one question about the district's technology equipment inventory.
- Technology Equipment Inventory Table:** A table with columns for Serial #, Make & Model, Dt. Of Purch, Initial Dt., Original Location, Current Location, Repl. Dt., Quantity, and Notes. It currently shows 'No items to display'.

A red box highlights the 'Details' section on the right side of the interface, which provides guidelines for entering information in each section. The 'Details' section is titled 'Current Technology Assessment' and lists the four categories: A. Technology Integration with Curriculum and Instruction, B. Professional Development, C. Equitable Use of Technology, and D. Current Technology Inventory. It also includes a 'Save' button at the bottom.



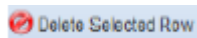
## Technology Equipment Inventory

### Buttons/Icons Legend



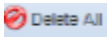
Add More Rows

Add More Rows- will insert a blank row for data entry.



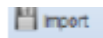
Delete Selected Row

Will delete a highlighted row.



Delete All

Delete all the rows in the grid.



Import

You can import Equipment Inventory Data into this grid using a CSV file.

### Import Feature:

With this feature you will be able to create Equipment Inventory worksheets offline using a spreadsheet format and then upload the data to your technology plan equipment inventory section. If you have more than one file you can do one at a time and there is no restriction on how many time you can upload.

**Prepare your upload files.** The upload files can be created in any commonly used spreadsheet program (e.g., Excel), but must be saved in a comma separated (CSV) format before they are uploaded. With this feature you will be able to create Equipment Inventory worksheets offline.

#### You should prepare each upload file as follows:

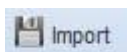
1. Create the upload file using a spreadsheet program (e.g., Excel). List the required data for each item for in its own row using the List of Upload Fields by File Type listed.
2. Make sure you have created one column for each field in the upload fields list for the file type, even if you will not enter data in one or more of the fields you create.
3. Make sure you have removed all commas from your text and number fields; the system will read a comma as the start of a new field.
4. Keep the descriptions and the field lengths in mind when constructing your upload files.
5. If you have added column headers, delete them from the upload file.
6. Save the upload file in CSV format.
7. You will be able to upload multiple files without any restrictions.
8. Until the upload is complete other tabs will not be unavailable.
9. Check for errors. You will receive an automatic message online with a line-by-line description of any errors. Correct the errors identified in your file and then upload the file again.

10. If you have any difficulty following the said instructions, for your convenience a sample CSV is available for you to download.
11. Editing rows. You have the ability to type, add and delete all rows in the grid.

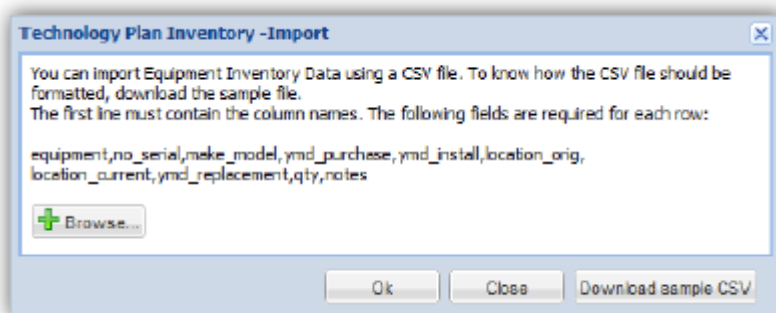
**The Inventory file type can be used to upload information to the 2012-2015 Online Technology Plan**


Column Header	Required?	Maximum Character Length	Description
List of Equipment	Required	150	Equipment/device name
Serial #	Optional	20	Type equipment number or blank
Make & Model	Required	150	Brand name and model
Date of Purchase	Optional	20	Month, date & year
Install Date	Optional	20	Month, date & year
Original Location	Optional	150	School and/or building name
Current Location	Required	150	School and/or building name
Replacement Date (if applicable)	Optional	20	Month, date & year
Quantity	Required	5	Total number of devices purchased for the equipment item listed
Notes	Optional	200	To be used for explanation of equipment use. (i.e. all equipment purchased with E-Rate funds)

If you have any difficulty following the above said instructions, for your convenience a sample CSV is available for you to download. Just download this file by clicking on the [Download sample CSV](#) button and start editing the sample file.

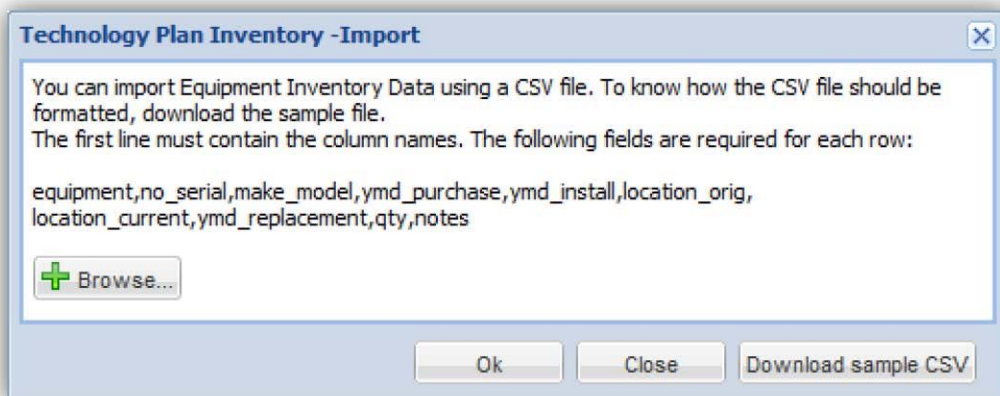
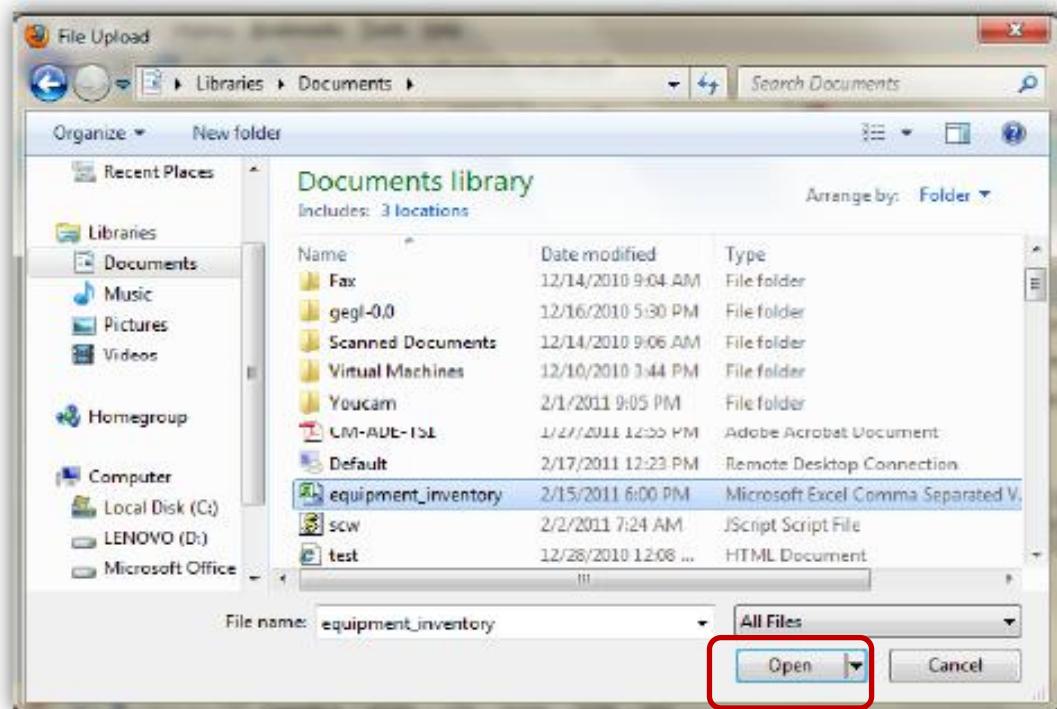



When you click on this button a pop-up window will appear where you can specify the location of the CSV file located in your local computer that needs to be uploaded.



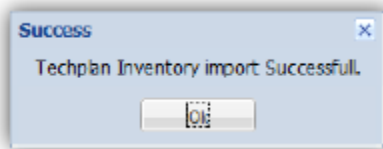
Click on **browse**  **Browse...** button to locate the CSV file in your computer.

Select the file you wanted to upload and click on the **Open** button.



The file you selected should now appear in the popup window. If you think this is not the file you want you have the option to remove it by clicking on the **Delete**  icon and start locating the file again.

Click on the **OK** button. If the file is a valid CSV and is in the required format you will get a confirmation that the file has been uploaded successfully grid should have been refreshed with the new data from the file.



The grid should have been refreshed with the new data from the file.

A screenshot of a web application window titled "Technology Equipment Inventory". The window has a toolbar with buttons: "Add More Rows", "Delete Selected Rows", "Delete All", and "Import". Below the toolbar is a table with the following columns: "List Of Equipment", "Serial#", "Make & Model", "Dt. Of Purch", "Install Dt.", "Original Location", "Current Location", "Repl. Dt", "Quantity", and "Notes". The table contains one row of data: "smarstop", "709612", "smarstop", "2010-12-31", "2010-12-31", "Office", "Office", "", "1", and "Notes on smarstop". At the bottom of the window, there is a pagination bar showing "Page 1 of 1" and a status bar that says "Displaying items 1 - 1 of 1".

List Of Equipment	Serial#	Make & Model	Dt. Of Purch	Install Dt.	Original Location	Current Location	Repl. Dt	Quantity	Notes
smarstop	709612	smarstop	2010-12-31	2010-12-31	Office	Office		1	Notes on smarstop

**Submitted By:** <Enter District Name>      **School LEA Number:** <Enter Lea #>  
**Contact Person:** <Enter Contact Name>      **Entity Number:** <Enter Entity #>

[illegible]

- Label all equipment received
- Maintain records of equipment for at least five (5) years